

Club Handbook

Woy Woy Football Club Incorporated



1. INTRODUCTION

The purpose of this handbook is to provide Committee Members, Team Coaches, Managers, parents and players with the policies and guidelines that Woy Woy Football Club has adopted to ensure compliance with FFA, FNSW and CCF policies and guidelines. Further, it serves as a means to meet with the Club's objectives of being an outstanding Club providing a community-oriented, safe and nurturing environment whilst remaining the Club of choice for all players, including players who have the talent and aspiration to achieve their potential to move onto Representative Football and beyond;

It should be read in conjunction with the Club's Constitution, which takes precedence;

The Club Governance Structure is described in the Club's Constitution and the Committee Handbook, which are both available for inspection on the Club website;

It is imperative that all Club officials, including Committee Members, Coaches and Team Managers are familiar with the Club policies and in particular those that relate to codes of conduct and matters relating to harassment, discrimination and member protection.

2. PLAYER REGISTRATION

Registration of Players

Any person wishing to participate in competition or matches conducted by the Club shall register as a player in accordance with these rules.

- a) Players can register on-line via ccf.mycompapp.com
- b) All players must register in their correct age group as determined by their date of birth;
- c) No Player may nominate in, nor play for a team, of a lower division than their registered age group;
- d) No player shall be permitted to play in a higher age group without the approval of the Football Committee;
- e) Each player may only register in one team;
- f) Registration must be completed at least seven (7) days prior to the first match played (including trial matches);
- g) A player is not deemed as registered until such time all outstanding registration fees are paid in full and agreements signed, unless prior arrangements have been negotiated and approved by the Club Executive;
- h) Any player, who incorrectly states their year of birth on a registration application, knowing the facts stated to be false, shall be automatically suspended from participation in Club competition for the remainder of the current season;
- i) All MPL and WPL players will be required sign a Senior Player Agreement.

Transfer of Players

- a) Transfer of players shall be in accordance to the CCF Rules and Regulation.
- b) A player will not be granted a transfer unless all registration or other fees imposed from time to time are paid in full;
- c) A player who is financial but has not played in any competition matches may have all or part of

their fees refunded by the Club - refer to current registration terms;

3. COACH SELECTION PROCESS

Coach Selection

- a) Positions for all coaches will be advertised via the Club website and other media as required towards the end of the playing season (by November). All persons wishing to apply for a coaching position are required to apply in writing to the Football Committee Chairperson.
- b) Each applicant that meets with the minimum required criteria may be subject to an interview with the Football Committee Chairman and an interview panel. The panel will require evidence of qualifications and experience.
- c) All coaches will be appointed for a term of at least one year and will receive notification of their appointment in writing.
- d) Final appointment is subject to ratification by the Club Executive. Successful applicants will be required to sign a formal contract and must have a valid Working with Children Check (WWCC) with details lodged to the Member Protection Information Officer (MPIO).

4. COACH SELECTION CRITERIA

Men's and Women's Premier League Coaches

- a) Report to the Football Committee and are responsible for the coaching of Woy Woy Men's and Women's Premier League / Div. 1 Squad and to assist the Coaching Coordinator in providing direction and mentoring to coaches of all other age groups in accordance to the Club's strategic plan;
- b) Preferred qualification of a Men's Premier League or a Women's Premier League / Div. 1 Coach is Senior Football Licence. However, a candidate holding a Youth Football License may be considered providing they are undergoing completion of accreditation at the next level. These same qualifications are also applicable for M21 team.
- c) The applicant will need to demonstrate being active in personal development in respect of football coaching practice, technique, and standards and skilled in coaching players.
- d) The applicant must be prepared to deliver playing competencies and establish a similar playing culture as developed within all youth age groups, as expected by the Football Committee
- e) Strong leadership skills are required to enhance player performance and to achieve the objectives required by the Woy Woy Football Club.

Goal Keeping Coach's

- a) Reports to the Coaching Co-ordinator / Football Committee and are responsible for the specific coaching of Woy Woy Football Club's Goal Keepers from all competition age groups in accordance to the Clubs Strategic Plan;
- b) Preferred minimum qualification is the Goalkeeper Diploma. However, a Goalkeeper Coach with the Goal Keeper Certificate or prior coaching experience will also be considered providing they are undergoing completion of accreditation at the next level.

Junior Competition Coach

- a) Reports to the Coach Coordinator and is responsible for supporting the nominated Junior Competition team.
- b) For an A grade team Coach for grades M10-M15 and W12-W15, the preferred qualification is the Youth Football License. However, a candidate holding a Junior Football Certificate will be considered providing they are undergoing completion of accreditation at the next level.
- c) For an A grade team Coach for M16-M18 and W16-W18, the preferred qualification is the Senior Football License. However, a candidate holding a Youth Football Certificate will be considered providing they are undergoing completion of accreditation at the next level.
- d) For lower grade teams, the preferred qualification is the Junior Football Licence. However, a candidate with Grass Roots Certificate will be considered providing they are undergoing completion of accreditation at the next level.
- e) The applicant will need to demonstrate being active in personal development in respect of football coaching practice, technique and standards and skilled in coaching players.
- f) The applicant must be prepared to deliver playing competencies and establish a similar playing culture as developed within all youth age groups, as expected by the Coaching coordinator.
- g) Strong leadership skills are required to enhance player performance and to achieve the objectives required by the Woy Woy Football Club.

Non-Competition Coach - Under 5-7 teams

- a) After placement of players into teams, the most appropriate person should be appointed as the coach to the team. The person should have a good knowledge of the fundamentals of the game and should give an undertaking to acquire the basic coaching qualification (Grassroots Certificate);
- b) The Grassroots Course (3-hour Practical) should be conducted, for those who do not possess it, early in the season by the Club's accredited Grassroots Coaching Instructor at no cost to the participants.
- c) All coaches will be supervised throughout the season by the Senior Coaches of the Club's ABC Junior Football Program.

Non-Competition Coach - Under 8-9 teams

- a) After placement of players into teams, the most appropriate person should be appointed as the coach to the team. The person should have a good knowledge of the fundamentals of the game and should give an undertaking to acquire the basic coaching qualification (Grassroots Certificate);
- b) The Junior Licence (14-hour practical) is preferred, for those who do not possess it, early in the season by the Club's accredited Grassroots Coaching Instructor at no cost to the participant.
- c) As well as the above, coaches of these age groups should be encouraged to enhance their coaching knowledge by attending the next level of coaching accreditation (Junior Coaching Licence). This should be a particular priority to a coach who wishes to coach an "A" team.
- d) All coaches will be supervised throughout the season by the Senior Coaches of the Club's ABC Junior Football Program.

Cadet Referee Coach

Reports to the Coach Coordinator and is responsible for the continued development of the cadet referee program and ensuring that it adheres to the CCF rules and regulations. The cadet referee coach is responsible for providing direction and mentoring to all cadet referees in accordance with the Club's strategic plan. The Cadet Referee Coach must:

- a) Have a substantial background in refereeing with at least two (2) years refereeing / co-ordination

experience.

- b) Demonstrable knowledge of the rules and regulations of small-sided football / mini-roos and competition football.
- c) Ensure the program follows the 'Play by the Rules' and 'Colour Vest' program set down by NSW Department of Sport.
- d) Possess strong leadership skills to roster cadet referees on a weekly basis to all non-comp games.
- e) Be responsible for the selection of participants in the cadet referee program.
- f) Possess exceptional communication and management skills in order to communicate with club officials and team members about the cadet referee program.

5. TEAM MANAGER SELECTION:

- a) Team managers will be selected after the team is selected and officially announced.
- b) No parent / guardian or team manager elect is to participate in the trial and player selection process, other than by way of providing administrative assistance to the Coach and to set up and / or dismantle field gear (i.e. cones etc);
- c) Any parent / guardian or team manager elect attempting to influence or participate in the selection process will be brought before the Football Committee, which could result in player of the parent / guardian or team manager elect being eliminated from the selection process.

6. JUNIOR COMPETITION PLAYER SELECTION

Non-Competition - Age Group U5-U7

- a) Player activity day will be advertised on the Club website and at registration days.
- b) A minimum of four (4) players will be required to register prior to the activity day to form a team and each registered player will attend one activity day. Players will be placed into teams by a selection committee comprising of the Non-competition Representative and at least two (2) other independent members.
- c) U5–U7 – each team will consist of a minimum of four (4) and a maximum of six (6) mixed players (male and female) in a small-sided game format, with the maximum of 4 players of the field at any one time and two (2) reserves depending on numbers.
- d) Players will be placed into teams based on friendships and logistics.
- e) Players will be notified on the activity day of their team, coach, and manager where possible.

Non-Competition - Age Group U8-U9

- a) Player activity day will be advertised on the Club website and at registration days.
- b) A minimum of seven (7) players will be required to register prior to the activity day to form a team and each registered player will attend one activity day. Players will be placed into teams by a selection committee comprising of the non-competition representative and at least 2 other independent members.
- c) U8 – U9 each team will consist of a minimum of seven (7) and a maximum of nine (9) mixed player (male and female) in a small sided game format, with a maximum of seven (7) players on the field at any one time and two (2) reserves depending on numbers. Players will be minimally graded to have players of similar ability as a lead up to grading in U10.

7. PLAYER GRADING PROCESS

Junior Competition - Age Group U10-U18

- a) Player grading days will be advertised on the Club website and at registration days
- b) A minimum of eleven (11) players will be required to register prior to the initial grading day to form a team and each registered player will attend two grading days. Players will be placed into teams by a selection committee comprising of the Junior-competition Representative and at least 2 other independent members.
- c) U10 – U18: - This age group is graded into team of players with similar ability and will be required to attend two (2) grading days.
- d) The grading committee will select a maximum of fourteen (14) provisional players per team depending on numbers.
- e) The players, parents and coach will be advised that they may be changed to another team during or after trial games have been completed.
- f) The selection of the final team will be made by the grading committee and the coach, after the final trial game.

Premier League and All Age - Men and Women

- a) Notification of trial games for Senior Players will be provided by the Senior Representative.
- b) The MPL and WPL teams will be selected by a committee comprising of the respective Men's Premier League Coach or Women's Premier League coach and at least two (2) other members of the Football Committee.
- c) The respective AA1 men's and women's grading committee will liaise with the Premier League coaching staff on final selection.
- d) The Premier League squads will be graded at training and during trial games by the coaching staff and players not selected will be given the option to join other players to form an AA1 team.

Disputes

Any disputes arising out of grading will be dealt with by the appropriate Player Representative, Grading Committee and Football Committee Chairperson

Non-placement of Players

Any player who cannot be included into a team due to excessive numbers will be given assistance to join another Club. If the player is eligible for a service award, this eligibility will remain, and the award will be honoured.

8. DUTIES AND RESPONSIBILITIES OF COACHES AND MANAGERS

Team Coach

The Coach shall be responsible for the identification, selection, and ongoing development of the players in their care under direct supervision of the Director of Coaching. The appointed coach also has ongoing responsibilities for coach education of any additional appointed staff including Assistant Coaches, all in consultation with the Coaching Coordinator.

Familiarise themselves with all information contained within this Handbook and the CCF Rules and Regulations as revised from time to time, and:

- a) Ensure that every player under their control is eligible to participate in trials, pre-season and competition games and are not under suspension for any reason from any CCF or FNSW competitions (including pre-season);
- b) Strive to attain the highest level of qualification as appropriate for the grade they are coaching;
- c) Liaise with the Coaching Coordinator and Football Committee for final team selection;
- d) Be responsible for all Club equipment issued to the team;
- e) Be suitably qualified to use any specific training aids supplied by the Club;
- f) Act in a reasonable manner in accordance with the Club's Code of Conduct;
- g) Refer any disputes to the appropriate Player Representative, or if they are not available, to the Football Committee Chairman;
- h) Liaison with the Magazine officer for media reports and articles;
- i) Commence training as soon as possible after grading day;
- j) Attend Club General Meetings where possible;
- k) Comply with the allocated training days and times at Alan Davidson Oval or another location after consultation with the Football Committee. The allocated days and times cannot be changed without the verification of the Football Committee. It is a decision of the Football Committee as to the extent of training times made available to each team;
- l) Ensure that your team does not train at any other facilities other than those specified by the club Football Committee without written consent and approval verified by the Football Committee
- m) Ensure that your team does not participate in trial games without suitable written approval and official sanctioning from CCF and verified by the Football Committee;
- n) Ensure that If the Club equipment is required for training, prior contact must be made to the Gear Steward;
- o) If you are coaching a junior or youth team, ensure you have signed the Restricted Employment Declaration Form to the satisfaction of the Clubs MPIO

The team coach (or Manager) has the right to approach the parent of any junior or youth player from within their team who does not make satisfactory arrangements for the collection of their child at the completion of a training session or game. If after warning the parent, the problem persists, the matter must be referred to the Football Committee.

Team Manager

The Team Manager shall Familiarise themselves with all information contained within this Handbook and the CCF Rules and Regulations as revised from time to time, and:

- a) Obtain a list containing the name, postal address, email address of each player in the team (and if the player is under 18, the parents email address) and telephone number;
- b) Provide the Registrar with any changes to players details;
- c) Ensure that the iMatch Team Sheet is completed by the assigned time
- d) Check the opposition online cards as required 30 minutes before the game - No card No game rule applies;
- e) Abide by the decision of the Team Coach at all times in matters relating to the team;
- f) Ensure that if any player leaves the team or Club, the registrar is advised immediately;
- g) Obtain the draw for the season and be familiar with the venue for all games and their locations prior to the first competition game;

- h) Ensure that all players are made aware of times and venues for each game;
- i) Be responsible for the behaviour of the players;
- j) Be responsible for the collection of match fees if required and hand them into the official table at the conclusion of each month;
- k) Advise the Club of match results by the specified time;
- l) Attend Club General Meetings where possible;
- m) In the absence of the Team Coach be responsible to ensure that the duties and the responsibilities of that positions is carried out;
- n) Inform the appropriate Player Representative of any disputes or protests as soon as possible after the completion of the match;
- o) Do not allow any player cautioned or sent off or otherwise aggrieved to approach or question the referee during or after the match;
- p) Act in a reasonable manner in accordance with the Club's Code of Conduct;
- q) Liaise with Team Coach about submitting match reports and ensure player game statistics are recorded at the end of every game and that every player within the team has maintained minimum game times (averaged over the season) in accordance with player participation policies;
- r) Keep a record of any suspension imposed on each player within the team and ensure they comply with the relevant CCF rules and regulations as varied from time to time;
- s) If you are managing of a junior or youth team, ensure you have a valid working with children's check with the number lodged with the Clubs MPIO
- t) Both the Coach and Manager are responsible for the welfare of an under 18 player at all training sessions until a parent or a responsible adult relieves that Coach or Manager of the children in their care.

The team Manager (or coach) has the right to approach the parent of any junior or youth player from within their team who does not make satisfactory arrangements for the collection of their child at the completion of a training session or game. If after warning the parent, the problem persists, the matter must to be referred to the Football Committee.

9. DUTIES & RESPONSIBILITY OF PARENTS/GUARDIANS

Parents and Guardians

- a) Are responsible to ensure that the player arrives at the ground at least
 - i. before the start of training, and
 - ii. 30-45 minutes prior to kick off times for games;
- b) Assist the coach and/or manager in the running of the team where required;
- c) Notify the coach/manager if player cannot attend training or the game;
- d) Not expect the coach/manager to transport your child;
- e) Support the team and not individual players;
- f) Treat the game as an enjoyment for your child and promote good sportsmanship;
- g) Check the Club website or contact the coach/manager for any information or inquiries due to wet weather;
- h) Meet your team's Canteen roster obligation;
- i) Attend Club General Meetings where possible;
- j) Comply with the Code of Conduct as published by the Club in this Handbook and the CCF;

- k) Observe the ground rules at home and away venues.

10. CODES OF BEHAVIOUR

Woy Woy Football Club members are expected to comply with the following codes of behaviour for coaches, officials, players, spectators and parents.

Coaches:

- a) Teach the players that the rules of football should not be evaded or broken;
- b) Do not ridicule or yell at players for making mistakes or losing a match;
- c) Develop team respect for the ability of opponents as well as for the judgment of officials and opposing coaches;
- d) Make a personal commitment to keep informed of sound coaching principles;
- e) Avoid the use of derogative or abusive language, the club has a zero-tolerance policy;
- f) Work cooperatively with the Clubs Football Committee.

Officials:

It is a requirement of CCF that all teams MUST supply one (1) team official at every game (both home and away). Team officials will be appointed by the team manager on a roster basis, and

- a) Must be added to the iMatch Sheet – (home and away games);
- b) Must wear the issued vest;
- c) Ensure Woy Woy spectators behave and are observing their Code of Conduct;
- d) Report any incidence at the Official Table;
- e) Ensure nobody, other than game officials and players enter the technical area;
- f) Ensure all venue rules (both home and away) are adhered to, including compliance to non-alcohol and non-smoking by-laws and that no other illicit substances are not brought into or consumed at the venue;
- g) Be consistent, objective and courteous in calling all infractions;
- h) Avoid the use of derogative language.

Players:

- a) Play by the rules of the game as defined by within this Handbook and CCF Rules and Regulations as varied from time to time;
Play to win and never set out to lose;
- b) Never argue with an Official. If you disagree with a decision of an official request your Coach or Manager to approach the host Club's official table. Control your temper, verbal abuse of officials or players is not an acceptable level of conduct;
- c) Refrain from sexual harassment towards fellow players, coaches and officials and avoid the use of derogative language of any sort, the Club has a zero-tolerance policy;
- d) Never argue with an official, captain, coach or manager who is there to maintain discipline and fair play;
- e) Treat all players as you would like to be treated.

Spectators

A spectator present at a Match or otherwise involved in any activity staged or sanctioned by CCF or the Club must:

- a) Respect the decisions of Match Officials and teach children to do the same;
- b) Do not ridicule or yell at players for making mistakes or losing a match;
- c) Respect the rights, dignity and worth of every person regardless of their gender, ability, race, colour, religion, language, politics, national or ethnic origin;
- d) Not use violence in any form, whether it is against other spectators, Team Officials (including coaches), Match Officials or players;
- e) Not engage in discrimination, harassment or abuse in any form, including the use of obscene or offensive language or gestures, the incitement of hatred or violence or partaking in indecent or racist chanting;
- f) Comply with any terms of entry of a venue, including bag inspections, prohibited and restricted items such as flares, missiles, dangerous articles and items that have the potential to cause injury or public nuisance;
- g) Must not attempt to, bring into a venue national or political flags or emblems (except for the recognised national flags of any of the competing teams) or offensive or inappropriate banners, whether written in English or a foreign language;
- h) Not throw missiles (including on to the field of play or at other spectators) and must not enter the field of play or its surrounds without lawful authority; and
- i) Conduct themselves in a manner that enhances, rather than injures, the reputation and goodwill of football generally.

Any person who does not comply with this Spectator Code of Behaviour or who otherwise causes a disturbance may be evicted from a venue and banned from attending future Matches.

11. CODE OF PRACTICE

Match Reports and 3-2-1 Points

For Competition grades only, a match report including the 3, 2, 1 points award should be completed by the Coach/Manager soon after each game (home and away) and passed to your age representative at the end of each season.

Game points are tallied at the end of the competition before the semi-finals and the player with the highest points is declared the Player of the Year for the team. The Football Committee will assist if there is conflict. Coaches/Managers should take into consideration when allotting points that the 3 points should be awarded to the player who is the most outstanding on the day. Things to look for are:

- a) Player's performance with individual skills;
- b) Player attitude during the game;
- c) Positional play on the field;
- d) Proper technique as a player;
- e) Sportsmanship to opposition;
- f) Team support to fellow players;
- g) Adherence to pre-match tactics;

Two (2) points should be allotted to the next most outstanding player and 1 point to the next.

Player Injury

- a) All Club Officials, Coaches and Managers should be aware that no medication or application of Band Aids or creams or ointments should be applied to any injured junior player without parent / guardian consent;
- b) In the case of serious injury, professional assistance must be sought;
- c) All players will be subject to a club Injury Management and Reporting system which includes appraisals by professionally trained medical practitioners for clearances of players who sustain serious injuries that prevent them from completing training and or games.

Training:

Training times and locations must be adhered to unless prior arrangements have been made with the Football Committee.

Off Season Training:

- a) Notification of off-season training must be submitted to the Club's Football Committee who will in turn seek the requested off-season training sanctioned by the CCF;
- b) The CCF must approve any request for off-season training prior to commencing such;
- c) The CCF and Gosford City Council have strict guidelines to the use of grounds out of season and any breach could result in substantial fines to the Club.

Pre-Season Training:

- a) Notification of pre-season training will be provided by the Club's Football Committee and will be posted to the Club's Website, Facebook and where possible by direct notification to Members via email;
- b) No pre-season training can commence until such time as the Club has successfully obtained appropriate sanctioning from the CCF;
- c) The CCF and Gosford City Council have strict guidelines to the use of grounds out of season and any breach could result in substantial fines to the Club.

Match Protest:

Should a coach or manager wish to lodge a protest after the game, the referee must be informed who will note the protest on the team sheet, which the coach or manager will be required to sign. Advise the Table Official that you have protested at the completion of your game.

Team Dug Out:

- a) Only players, Coach's, Manager and appointed sports trainer or medical officer are permitted in the teams' dug out unless otherwise authorised;
- b) Particularly for the finals series, each of these team officials MUST be officially registered and in possession of an official identification card which must be worn in a visible manner.

Instructions to Players:

Parents are NOT permitted to give instructions to any player whilst in the care of the Coach or Manager. It is not acceptable for a parent to provide coaching instructions to their children before, during or after games or training. This information may conflict with the coaches' instructions.

Grievance Procedure:

If any Junior Player, parent or guardian of a Junior Player is involved in a football-related issue which they find unacceptable the procedure for redress is as follows: -

- a) Verbal discussion with the Manager and or Coach to resolve the issue, and, if unsatisfactory;
- b) Verbal discussion with the Player Representative, and, if unsatisfactory;
- c) Written complaint, forwarded to the Secretary who will arrange for the matter to be addressed by the Football Committee;
- d) If the Football Committee is unable to arrive at a decision it will be referred to the Executive;
- e) All written complaints will receive a written acknowledgment within five (5) days and a written decision will be conveyed within fourteen (14) days;
- f) Under no circumstances should a player under the age of 18 be party to any dispute discussions unless their parent / guardian and the Club's MPIO are present;
- g) In the case that a player or parent / guardian of an under 18 player is not satisfied with the discussion of the Club Executive, then that person has the right to appeal to the CCF appeals committee.

12. CLUB POLICY STATEMENTS

Player Participation Policy

It is reasonable to assume that participants in Woy Woy Football Clubs competition games should have an understanding of their "Minimum" expectations of match time whilst involved in their respective program. All identified players contribute to the team's performances and development.

- a) Small Sided games each player will play 100% of the game unless injured;
- b) U10 -U12 Boys: minimum of 60% of total games time (balanced over the season), which MUST include eight (8) full halves on the field of play during the competition and a minimum of six (6) full games;
- c) Under 12 – 15 Girls: Minimum of 60% of total games time (balanced over the season), which MUST include eight (8) full halves on the field of play during the regular competition and a minimum of six (6) full games;
- d) Under 13 – 18 Boys: Minimum of 50% of total games time (balanced over the season), which MUST include seven (7) full halves on the field of play during the competition and a minimum of 4 full games;
- e) Under 16 – U18 Girls: Minimum of 50% of total games time (balanced over the season), which MUST include seven (7) full halves on the field of play during the competition and a minimum of 4 full games;
- f) Senior Men and Senior Women's Squads: There is no minimum requirement for participation within the Senior Football programs. The strongest competitive sides are to be selected on a week to week basis;
- g) If all players have met the above criteria in its entirety throughout the regular competition season, and the squad is successful in reaching the finals, then the coach will be obligated to select his/her best performing playing squad for any finals games.

Exceptions:

The above provisions are to occur except in the following circumstances where this may not be possible:

- a) The player sustains an injury preventing him / her to contest a game to the best of their ability and endangers their safety. (in which case must be recorded and reported to the Club Secretary);
- b) In the event of illness where the player cannot perform due to health restrictions. (in which this case must be recorded and reported to the Respective Player Representative and Club Secretary);
- c) Due to disciplinary reasons or suspension. (in which case must be recorded and reported to the Club Secretary);
- d) Unavailability due to personal reasons.

Dress Policy:

- a) To and from games, all Premier League/Div. 1 players shall wear the Club defined Polo, Club track top and pants with black shoes to and from all games and on other occasions as requested by the Team Manager or Football Committee. In the case of the WPL this policy applies where appropriate change room facilities are available at the grounds;
- b) No player, Coach or Manager is authorised to modify in any way the Club strip, polo, spray jacket, track suit or any other item of apparel issued by the Club, including the addition of sponsorship logo's or player names without approval by the Club Executive;

Club Apparel

The following items are mandatory and will be supplied by the Club;

- Playing Shirt – all players;
- Playing Shorts – MPL / WPL / DIV 1 as required at the discretion on the respective coach;
- Playing Socks – MPL / WPL / DIV1 as required at the discretion on the respective coach;
- Playing Socks – all new non-competition and junior competition players;

The following items are mandatory and are to be purchased through the Club.

- Playing Shorts – juniors and seniors
- Playing Socks

The following items are recommended and can be purchased through the Club.

- Club Jackets
- Polo Shirts
- Gear Bags/back packs
- Caps / Beanies

Alcohol Management Policy

The Club is an accredited participant in "The Good Sports program" and has adopted the following policy:

- a) This policy provides the basis for the responsible use of alcohol by the Woy Woy Football Club and is seen as fundamental to the aims of the club;

- b) The club recognises the importance of holding a liquor licence, enabling it to generate income and hold social functions. In doing so however, the Club accepts the responsibilities and expectations of the community in adhering to liquor licensing laws and the criteria of the Good Sports program;
- c) To ensure the aims of the club are upheld and that alcohol is managed responsibly by the club and its members, the following requirements will apply when alcohol is served at the club or during a club function.

Serving Alcohol

- a) Alcohol will be served according to the legal and moral requirements of the club's Liquor Licence with the safety and well-being of Members and guests the priority;
- b) The Club maintains a current appropriate Liquor Licence;
- c) Only RSA trained servers will serve alcohol;
- d) Bar servers do not consume alcohol when on duty;
- e) People under 18 will not serve alcohol;
- f) The club does not encourage excessive or rapid consumption of alcohol;
- g) The Liquor Licence and all legal signage will be displayed at the bar;
- h) Names of RSA trained bar staff will be displayed;
- i) An incident register shall be maintained and any incident recorded.

Intoxicated Patrons

- a) Drunk patrons will not be permitted to enter the grounds;
- b) Alcohol will not be served to any person who is intoxicated or drunk;
- c) Servers will follow RSA training procedures when refusing service;
- d) Drunk patrons will be asked to leave the grounds (after appropriate safe transport options are offered).

Underage Drinking

- a) Alcohol will not be served to persons aged under 18
- b) Servers and committee members will ask for proof of age whenever necessary or whenever in doubt;
- c) Only photo ID's will be accepted as 'proof of age';

Alcohol Alternatives

- a) The Club recognises that alcohol is not the only revenue stream available and actively encourages the sales of alternative products to that of alcohol;
- b) Water is provided free of charge;
- c) At least four non-alcoholic drinks and one low-alcoholic drink options are always available and are at least 10% cheaper than full strength drinks;
- d) Substantial food is available when the bar is open for more than 90 minutes or more than 15 people are present;

- e) The club will avoid using alcohol for player awards and fundraising prizes.

Safe Transport

The Club has a (separate) Safe Transport Policy that is reviewed regularly in conjunction with this Alcohol Management Policy;

Smoke-Free

- a) The Club has a (separate) Smoke-Free Policy that is reviewed regularly in conjunction with this Alcohol Management Policy. (see section on FNSW Policy Statements);
- b) Club Trips;
- c) The Club will monitor and ensure any club trips, particularly end of season player trips, strictly adhere to responsible behaviour and alcohol consumption in accordance with the principles of this policy and the aims of the club.

Non Compliance

All club committee members will enforce the alcohol management policy and any non-compliance, particularly in regard to Licencing Laws will be handled according to the following process:

- a) Explanation of the club policy to the person/people concerned, including identification of the section of policy not being complied with;
- b) Continued non-compliance with the policy should be handled by at least two committee members who will use their discretion as to the action taken, which may include asking the person/ people to leave the club facilities or function.

Committee Policy Management

The presence of committee members is essential to ensure the operation of the bar and compliance with this policy. At least two committee members who are RSA trained are required to be present at all club functions when the bar is open.

Key responsibilities of the duty committee members are to:

- a) Meet visiting police, cooperate and assist with any inquiries;
- b) Compliance in respect of persons under 18 years of age on premises
- c) Recording any incidents in the incident register
- d) Ensuring strict compliance with all sections of this policy in accordance with legal requirements; and the Good Sports program.

Policy Promotion

The Club will promote the alcohol management policy regularly by:

- a) Putting a copy of the policy in club communications, e.g. newsletters, website and printed member/ player information
- b) Displaying a copy of the policy in the club social rooms
- c) Periodic announcements to members at functions.
- d) The Club recognises the importance of educating club members, particularly players, about the benefits of an alcohol management policy and will endeavour to provide information to assist this process.
- e) The Club will actively participate in the Australian Drug Foundation's Good Sports program with an ongoing priority to gain and maintain Level 3 accreditation.

Policy Review

This policy will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

Team Photographs

The Club will provide an official photographer for the purpose of team photographs. All teams are to attend their photo shoot regardless of their intent to purchase photographs.

Club Website

- a) The Club has established a website as its prime communications media; the site address is -www.woywoyfootball.org.au
- b) The website address, all files, data and images associated with the website are copy right and remain the property of Woy Woy Football Club Inc ;
- c) Any person, player, parent, guardian or any other person related to a member of the Club who operates an unauthorised website whereby any team of the Woy Woy Football Club Inc is depicted in any way, will be liable to legal action and the player could be deregistered from the Club;
- d) Any team wishing to create their own web page will need to contact the Clubs website administrator for prevailing protocols. The Clubs main page can be used to link to the team's web page providing the Club rules are adhered to;
- e) Any team wishing to have their match reports displayed on the Club's website are required to complete and submit to the Club via the website.

13. POLICY AND PROCEDURES RELATING TO JUDICIARY

- a) All players playing football on the Central Coast including Woy Woy Football Club players come under the rules, regulations and policies as determined by Central Coast Football (CCF) and amended from time to time. If you are in breach, you could find yourself called before a Judiciary hearing;
- b) Woy Woy Football Club has adopted a zero-tolerance policy in relation to players, coaches, managers and spectators breaching the Clubs or CCF's codes of conduct;
- c) In particular, matters relating to harassment, discrimination and member protection will be dealt with swiftly by the Club and CCF, with harsh penalties being applied for any person found to be guilty.

About the CCF Judiciary Process

CCF follows a process that is simpler to normal court / legal proceedings. In general, it is able to determine how a judiciary hearing is formulated, who adjudicates on the hearing, and how the process is to be conducted. They are not bound by the laws of evidence, but they must provide procedural fairness including the right:

- a) to receive a written notice of complaint.
- b) to be heard by an independent panel; and
- c) to receive written reasons for decision.

When CCF conducts a judiciary hearing, the basic principles of natural justice are applied to ensure a fair and equitable process is achieved. The decisions are based on weighing the evidence on the principle of “balance of probabilities” (it’s more probable than not that something occurred) and not a principle of “guilt beyond reasonable doubt”;

In the event that a Woy Woy Football member is summoned to appear before the CCF Judiciary panel, the following procedures will apply.

Notification of the Complaint:

On receipt of a Notice of Complaint from the CCF, the Club Secretary will immediately notify all members of the Club Executive, Football Committee and the person subject of complaint by way of:

- a) A written notice clearly outlining the allegation/s in sufficient detail so as to allow the Club Executive and that subject of complaint to properly prepare and respond. The notification will
outline the rule, regulation or policy allegedly breached, and any possible penalty that may be imposed (if known);
- b) In the event that the person subject of complaint is a player, the relative team Coach and Manager will be sent the same details;
- c) The notification from CCF will provide the option to admit or deny the particulars or make other written representations prior to the hearing;
- d) The notification will clearly outline the date, time, venue and alleged misconduct to be investigated;
- e) The notification outlines the rights of those subject of complaint, including any entitlement to legal representation;
- f) The Club Executive and those subjects of the complaint can summon any witnesses they feel are necessary to support their case. It is, however, a matter for the judiciary panel to determine the evidentiary value of their testimony in determining the case. The CCF prefers ‘in person’ testimony as opposed to written statements. In certain unique circumstances, the CCF will accept properly executed Statutory Declarations where a witness cannot attend the hearing.

Opportunity to Respond:

- a) Those subjects of complaint are given the opportunity to respond in writing to the allegations;
- b) Those subject of complaint and witnesses are to submit their independent signed and dated written statements to the Club Secretary within two (2) days of the Club forwarding the Notice received from CCF, unless otherwise stated;
- c) The Club Executive will convene a meeting where the accused and each witness will be independently interviewed by an Executive Member (or their nominated delegate) within two (2) days of receiving all statements from the accused and witnesses;
- d) In the event that the person subject of complaint or a witness is under 18 years of age, a parent /guardian and MPIO officer must be present for any interview with an Executive member;
- e) The executive will ask the person subject of complaint and each witness a series of

predetermined questions to satisfy itself that all persons are telling the truth to the best of their individual knowledge and belief.

- f) The Club will provide all information requested by the CCF judiciary in the form of a Notice of Response at the address provided within the given time;
- g) The club Executives are morally obliged to ensure ALL relevant information uncovered during the investigation is forwarded to the CCF;
- h) If using email, the documents should be despatched using delivery and acknowledgement tags;
- i) Should the information uncovered by the Executive persuade the Executive that it is more probable than not that the alleged breach had taken place, the Executive may choose to stand the player / person down from their position until the findings of the CCF are made.

14. THE CCF JUDICIARY PROCESS

Legal issues and representation:

- a) A tribunal hearing is not required to follow any specific legal process other than that outlined in CCF constitution and by-laws. A judiciary hearing is not expected to act as a court of law, but will conduct the hearing as quickly, informally and comprehensively as practicable. The judiciary hearing procedures will be clearly stated and be accessible and enforceable to all members/participants.;
- b) When the judiciary panel is to adjudicate on a matter that involves a person under the age of 18 years, it requires that a parent/guardian and the Club MPIO accompany the young person throughout the hearing.

Failure to appear:

- a) If a person has been correctly notified that they are required at a hearing and has chosen not to attend, the hearing will generally proceed in their absence. The judiciary panel's findings are binding whether they appeared or not;
- b) Failure to appear may incur a fee to the club per person who fails to appear. The Club reserves the right to recover that sum from the person failing (without reasonable excuse) to appear as directed;
- c) If a valid reason is presented prior to the commencement or during the panels deliberation on the matter, or it is determined that the person has not been correctly notified, then the hearing could be rescheduled for a later time to ensure the requirements for procedural fairness are met, however this is at the discretion of CCF.

Evidence and questioning:

- a) In general, the CCF can use any information available to it which it is prepared to accept, even if it would not normally be admissible in a court of law. The panel does not randomly disregard relevant evidence, nor does it act upon irrelevant evidence. In the most rare of circumstances, hearsay evidence might be considered by the tribunal if it is considered reliable, applicable, appropriate and fair to do so;
- b) The judiciary panel uses an 'investigative' (ask questions to clarify / expand on any evidence presented by the parties) approach during the hearing. The panel does not allow cross examination of witnesses to occur during a hearing;

- c) Honesty is the best policy. The CCF provides significant penalty discounts for early plea in the majority of cases;

Judiciary panel decisions:

- a) Any decisions arrived at by the Judiciary Panel will be based only on relevant evidence provided, and will not be influenced by rumour, speculation or gossip. Decisions will also be arrived at on the 'balance of probabilities' (i.e. it is more probable than not that something occurred);
- b) The accused person will be promptly notified of the outcome of the judiciary hearing including any disciplinary action that may be applicable.

Penalties:

- a) The penalty options that CCF can impose are clearly outlined in their disciplinary by-laws and regulations;
- b) The CCF regularly draw on the Football Australia's National Disciplinary Regulations, Football NSW By-Laws and Regulations, and past GPT case precedents to apply consistency to their penalty determinations;
- c) The Club reserves the right to recover any financial penalty imposed on it by the Judiciary from the person found to be guilty of misleading the Club or the Judiciary panel.

Appeals:

Appeals must be lodged within seven days and must fully set out the reasons in support of the grounds of appeal.

15. FNSW AND CCF POLICY STATEMENTS

Smoking Policy Football NSW (FNSW)

Background:

Environmental tobacco smoke is a potential health risk and there is now sufficient evidence that passive smoking (the involuntary inhalation of side-stream and second-hand tobacco smoke) increases the risk of at least some diseases, particularly disorders and diseases of the respiratory system.

Not only do players who smoke reduce the physical level at which their bodies can perform, they are also promoting a product which is hazardous to health and in conflict with the image of sport.

To highlight these facts, FIFA have not accepted any advertising from sponsors in the tobacco industry since 1986.

The effects of smoking are stated below:

- Nicotine is a stimulant drug that acts upon the central nervous system and is highly toxic. Nicotine is twice as deadly as arsenic and at least four times more lethal than cyanide. If the total nicotine content of one to two days of smoking was consumed in one dose it would cause death in a matter of minutes.
- Inhaled smoke from a cigarette contains carbon monoxide, ammonia, hydrogen cyanide, nicotine, toluene, phenol and benzopyrene;

- A significant aspect with smoking is that non-smoking participants are subject to side stream smoke, which contains all of the above ingredients plus a number of additional gases and poisons that are not normally inhaled by the smoker due to the cigarette filter. These gases include formaldehyde, acrolein, vinyl pyridine, naphthalene and naphthylamine.
- The carbon monoxide from a cigarette is rapidly absorbed in the blood stream in preference to oxygen and therefore reduces the amount of oxygen that can be carried by the red corpuscles. The tar in a cigarette reduces that elasticity of the air sacs and so restricts the volume of oxygen that can actually attempt to enter the blood stream.
- Smoking also increases the heart rate whilst at the same time reducing the quantity of blood flow by
 - causing the elevation of players' blood pressure.

Policy Application:

The Board of Football NSW has endorsed the following rulings effective immediately:

- The banning of smoking by players for the duration of the match in which he or she is participating, and which is under the control of Football NSW, or any of its members or affiliates, and;
- The banning of smoking by staff, officials, players, referees and volunteers in technical areas, access ways to and from the field of play, canteen servery and preparation areas, dressing rooms, change rooms and medical rooms. It is up to local Associations and Clubs to impose their own rules regarding smoking within their clubhouse.

Child Protection Policy

FNSW - Chief Executive Officer Statement

The issue of child abuse is a complex problem that has an impact on all areas of society, including participation in sport and recreation activities.

The Wood Royal Commission into the NSW Police Service, led to increased community awareness of the significant number of child sexual assaults and incidents of abuse, which occur. It also highlighted the need for the development and implementation of strategies to protect children from abusive situations.

Football NSW Ltd acknowledges its responsibility of protecting children from abuse. By implementing strategies that will assist in preventing child abuse from occurring, Football NSW Ltd believes it has taken a pro-active role in relation to child protection and intervention. These strategies will help to foster a safe and positive environment for children and young people to participate in the sport of football within NSW.

In addition, the development of Child Protection Policy and Guidelines provides Football NSW Ltd with an excellent risk management tool for developing prevention strategies and for the effective management of child abuse issues within sport.

Information contained in this document will create a framework and provide direction for employees, officials, coaches, volunteers, members and parents of children and young people involved in Football NSW Ltd, and affiliated member organisations. It will help deliver a consistent approach to child abuse prevention at all levels within the game of football.

Policy Statement

Football NSW Ltd is committed to ensuring that the health, safety and welfare of children is maintained at all times during their participation in activities run by Football NSW Ltd and its affiliated member bodies. Football NSW Ltd aims to promote a safe environment for all children and to assist all employees, coaches, referees, members and volunteers to recognise child abuse and neglect and follow the appropriate notification guidelines when reporting alleged abuse.

Why?

The focus of the policy and guidelines is the prevention of child abuse in the sporting environment, specifically Football in the state of New South Wales.

This policy and guidelines promote the care and protection of children participating in Football NSW Ltd and provide information and direction for employees, officials, coaches, volunteers and members of the organisation. This policy and guidelines will assist Football NSW Ltd in establishing coordinated strategies for dealing with the problem of child abuse and neglect in a responsible, effective and consistent manner.

Key Objectives

Through the development of this policy Football NSW Ltd objectives are to:

- Provide information to assist employees and volunteers in dealing with all forms of child abuse.
- Provide comprehensive guidelines relating to risk minimisation and reporting/notification guidelines.
- Provide direction to all employees and volunteers regarding their legal responsibilities under child protection legislation.
- Promote and adopt Football NSW Ltd principles for child protection and intervention amongst employees, volunteers, coaches, members and parents of Children participating in the organisation's programs and competitions.

Scope

The Child Protection Policy of Football NSW Ltd is applicable to all management and employees (paid, voluntary, permanent or casual) of Football NSW Ltd, and its affiliated members to include the Coerver Coaching Program.

Implementation of Policy

In order to implement the child protection legislation Football NSW Ltd will undertake to:

- Implement strategies and guidelines that focus on the best interests of children and meet the requirements of child protection legislation.
- Promote a safe and supportive environment for all children and young people participating in activities, which are under the control of Football NSW Ltd.
- Increase awareness and emphasise the importance of child protection issues in a sporting environment to all those involved with the activities of Football NSW Ltd. This includes administrators, coaches, officials, athletes, parents and their children.
- Ensure that all employees of Football NSW Ltd are aware of their responsibilities arising from recent child protection legislation, in particular, the requirement under the Child Protection (Prohibited Employment) Act 1998, to inform their employers if they have been convicted of a serious sex offence.

Expectations

Administrators, coaches, officials, members and volunteers often have a high level of contact with children in the sporting environment and play a major part in the successful operation of sporting activities.

Coaches and officials are often seen as role models. They have significant influence on the children they come into contact with and therefore have significant responsibilities. Football NSW Ltd expects that all administrators, coaches and officials whether paid

or unpaid, who participate in organised sport under the banner of this organisation will commit to implementing riskmanagement strategies developed by Football NSW Ltd for child protection.

Policy Review

Football NSW Ltd Child Protection Policy and Guidelines will be reviewed annually and updated in line with any legislative changes that have significant impact on the manner in which child protection and issues are to be dealt with.

Also see play by the rules: <http://www.playbytherules.net.au/site/home.jsp>

Lightning Safety Policy Football NSW

The weather conditions experienced in Australia, together with recent events on the South Coast when a cricketer was killed, has led to the development of a Football NSW Policy based on information primarily supplied by the Centre of Sports Medicine Research and Education and the Commonwealth Bureau of Meteorology.

Whilst lightning may be fascinating to watch, it is also extremely dangerous and underrated. During the past 30 years, based on documented cases, lightning has killed an average of 73 people per year in the United States. In Australia, there has been an increase in the number of casualties resulting from outdoor sport and recreational activities. On average, in Australia, 10 people a year die from lightning strikes. Statistics show that around 25% of people killed by lightning are playing sports such as golf, cricket or hockey. Three years ago, in a park at Merrylands, five children were struck by lightning while playing.

An average lightning bolt carries 10,000 to 30,000 amps – an average radiator draws 10 amps! Thunderstorms are most likely to develop on warm summer days and will go through various stages of growth, development, and dissipation. During the thunderstorm, each flash of 'cloud to ground' lightning is potentially lethal. Lightning can travel 80km before it strikes something. If a person is in the path of that lightning discharge, it could prove deadly as the current associated with the visible flash travels along the ground.

Although some victims are directly struck by the main lightning stroke, many victims are hit as the current moves in, and along the ground. The ground emits charges that shoot up to meet the leading strikes and the high voltage gradients cause currents to flow in concentrated channels on the surface or within the soil. It is therefore evident that the potential exists for a large number of people to be struck by lightning as they leave themselves vulnerable due to inadequate protective action.

Contrary to popular belief, lightning does not always strike tall objects – it can strike anywhere and can strike repeatedly. Metal objects do not attract lightning, although they may channel it if the strike is already a few metres away. There is clearly a need for all clubs and associations to implement an action plan, and adopt all precautionary methods available, to prevent any casualties.

A designated person should be responsible for monitoring the weather conditions in the area at which the ground is located, to provide awareness at individual club level. Where possible, the person should attempt to ensure that all players, officials and spectators are moved to safe areas.

The monitoring should begin the day before a scheduled match to confirm whether or not thunderstorm warnings have been given by the weather forecasters. If so, increased awareness of possible lightning strikes should continue on the day of the match until the game is over and the crowd have dispersed.

Should thunderstorms be prevalent on match day, the '30-30' rule is to be used in order to determine whether a game should be suspended (to include delaying the commencement of the game) and when it is safe to resume play (to be determined by the Referee).

When lightning is sighted, count the time until thunder is heard. If that time is 30 seconds or less, the thunderstorm is within 10km and is dangerous. As most experts believe that the 'safe' distance is no less than 10km, all people at risk should be seeking, or already inside safe shelters. This is the time at which matches should be suspended.

This rule is one of the most practical techniques for estimating the distance to lightning activity and is based on the fact that light travels faster than sound. As sound travels at a speed of around 1km every 3 seconds, the time that elapses between the flash of lightning and clap of thunder can be divided by 3 to give a measure, in kilometres, of how far away the storm is.

The threat of lightning continues for a much longer period than most people realise. It is imperative to point out that sunshine or blue sky should not fool anybody into thinking that it is safe, and you should remain alert to the possible return of the storm.

Using the '30-30' rule, the distance of the storm should be estimated before allowing play to continue.

There is not a place absolutely safe from the lightning threat, however some places are safer than others and, where practicable, people should be moved to a safe structure as soon as possible. The best option is a large building with electric and telephone wiring and plumbing to provide a safe pathway for the current to the ground. Once inside, stay away from corded telephones, electrical appliances, lighting fixtures, radios or microphones and electric sockets and plumbing. Mobile or cordless telephones are a safe option if the person and antenna are located within a safe structure. Do not watch lightning from open windows or doorways. Inner rooms are preferable.

A solid building or a hard top (metal bodied) vehicle (including buses) that guides the lightning current around the passengers, is an alternative. Shelter should NEVER be sought under a small group (or single) of trees, in an open field or in small open structures such as rain/picnic shelters. People should stay away from metal poles, fences, clothes lines etc and should not use umbrellas or mobile telephones. Metal is not to be touched.

If located at a ground far removed from a safe shelter, preventative measures can still be taken. If lightning is about to strike, it may provide a very few seconds of warning. If hair stands on end, the skin tingles and a 'buzzing' is heard from nearby rocks or light metal objects, lightning may be about to strike and a crouching position should be assumed (alone, feet together, squat down with head tucked and ears covered). When the immediate threat of lightning has passed, safe shelter should be sought.

If the worst-case scenario occurs and a person is struck by lightning, there are key first aid guidelines to follow. Medical care may be needed immediately to save a person's life. If at all possible, call '000' at once. As all deaths from lightning arise from cardiac arrest and/or stopping of breathing, it is imperative that treatment is commenced as soon as possible. CPR or mouth-to-mouth resuscitation is the respective recommended first aid. If proper treatment is administered, most victims survive a lightning strike.

Another myth is that strike victims retain electricity – they do not! However, lightning victims do often suffer severe, long-term debilitation. The most common symptoms are memory deficit, sleep disturbance, chronic pain, dizziness and chronic fatigue which may not be evident until sometime after the injury, perhaps months later. It is therefore preferable that a qualified first aider be present at games.

Where possible, everybody present on a match day should be warned of the potential dangers of lightning so that all can be made aware of the safety procedures in operation. It is recommended that, where feasible, notices and safety instructions be placed in programs and on walls where clearly visible and obvious. It is recognised that a majority of grounds being used in NSW may be local government owned and that the individual council

policies may assist, or preclude, such actions. Clubs and associations are encouraged to discuss this policy with ground owners in an attempt to gain signage approval.

No lightning safety plan or policy will provide 100% guaranteed total safety, but every effort can be made to ensure that all preventative steps are taken.

Summary of Procedures

- Nominate a person to be responsible for monitoring the weather conditions in your area. This may be the association secretary, club secretary or other nominated person.
- Monitor the weather both the day before, and the day of, the match.
- If thunderstorms occur, use the '30-30' rule to determine the distance of the storm and take appropriate action to suspend play if less than 10km away.
- Play can resume when the '30-30' rule has been satisfied.
- Where practicable, ensure that all presents are relocated, if necessary, to a safe shelter;
- It is preferable that a qualified first aider is present at matches;
- Should a person be struck by lightning, ensure that immediate action is taken; and
- Provide warnings to all of potential dangers caused by lightning and indicate safety guidelines clearly.

Pregnancy – FNSW Policy

Unification between the NSW Football Federation and the NSW Amateur Football Federation has led to the need to develop a consistent policy concerning females wishing to continue playing soccer or football related activities whilst pregnant. All sporting organisations owe a duty of care to pregnant players participating in their sport. A document formulated by the Australian Sports Commission (ASC) entitled 'Pregnancy in Sport – Guidelines for the Australian Sporting Industry', together with independent legal advice, has been adopted by Football NSW.

The ASC guidelines support the position that any pregnant player should be given the opportunity to decide for herself, in consultation with her medical advisers, whether or not to participate whilst pregnant. Football NSW supports the ASC guidelines in relation to Football or Football related activities.

The ASC guidelines state that "Sporting organisations may owe a duty of care to pregnant players to advise them that there are theoretical risks involved in participating while pregnant, and to advise them that they should obtain medical advice about whether to participate and for how long."

"Sports administrators' duty of care to pregnant players does not require them to place a blanket ban on the player's participation in a particular sport from a specific stage of pregnancy (emphasis added)."

The ASC advocate this position on the basis of current medical evidence and legal advice as to the risks and potential liability surrounding the issue. In this regard, please find attached a pregnancy checklist, which has been developed to assist all clubs and associations in dealing with the issue prior to, and post notification of player pregnancy.

The checklist advises that:

- Continued participation in Football during pregnancy poses theoretical risks to them and to their unborn child. Under no circumstances should you advise, issue guidelines or discuss those theoretical health risks of continued participation in Football, but rather direct the player to the general concept. Providing advice or issuing guidelines of this type is potentially dangerous,

as you then become potentially liable for their correctness.

- Pregnant players should always seek advice from an appropriately qualified medical practitioner as to the risks involved in participating in Football and related activities while pregnant and whether it is safe for them to continue participating in Football while pregnant and, if so, for how long should they continue to participate. This advice should be given by the player's own doctor to avoid further liability.
- Obtaining this advice will allow the player to make an informed decision on medical grounds whether or not she continues to participate in the sport and related activities and, if so, for how long.
- Whilst you are able to enquire as to whether or not the player has sought appropriate medical advice, you cannot request details. The player is not obliged to provide a medical certificate however, if one is presented it is beneficial.

It is essential that the steps within the checklist are followed and that the document is appropriately distributed to all your members.

If you are aware that the player either has not obtained appropriate medical advice or is ignoring such medical advice, there is a duty of care to take positive steps to protect both the mother and the unborn child. These steps may include arranging for the player to see an appropriately qualified medical practitioner (not associated to the club or association) or to provide counselling to cease competing of her own accord, or out of regard to the unborn child.

Jewellery Policy- FNSW

This policy, in its entirety, is to be strictly adhered to and enforced by ALL match officials controlling matches played under the auspices of Football NSW regardless of the grade or level of competition they are officiating.

Introduction:

Despite Law 4 being quite specific about the wearing of jewellery, it is obvious that there are still a number of match officials who either do not understand the requirements or choose to ignore them. In order to gain greater consistency, the following is a summary of the requirements when applying Law 4.

Law:

This Law states that:

- Nothing dangerous is to be worn.
- No jewellery is to be worn.

These directions are also restated in the 'Additional Instructions to Referees' section of the Law Book. These two statements are related, but not dependent upon each other.

The Law is quite specific, however, about ***no jewellery being worn***.

Instructions to Match Officials

The following is now National Policy and became effective 1 January 2006.

Earrings:

- No form of earrings or studs are acceptable.
- The practice of taping earrings/studs or piercings is unacceptable

Referee's Instructions

Facial Rings/Piercings:

- Any kind of jewellery around the eyes must be removed.
- Jewellery in any other part of the face must also be removed
- ***The practice of taping facial rings or piercings is unacceptable***

Necklaces:

- All necklaces including metal, rope, fabric, or such other material must be removed.
- Medical alert necklaces only may be worn but they must be taped securely to the chest.

Bracelets:

- All bracelets including metal, rope, fabric, or other such material must be removed.
- Medical alert bracelets only may be worn but must be taped securely to the wrist.

Body Piercing:

- ***Any piercing not visible to the referee is not of concern.***
- ***Should the piercing become visible then the referee will require that the player remove it before being permitted to enter or re-enter the field of play.***

Rings:

- All rings must be removed.
- This includes flat wedding rings.
- ***Taping or otherwise covering rings will not be permitted under any circumstances***

Watches:

- Players must remove all watches. Match officials are excluded from this directive as a watch is a necessary part of the referee's equipment.

Beaded Hair:

- If a player is wearing hair beads the hair must be tied in a bun or covered by a hair net.
- Loose beaded hair will not be permitted

Hair Clips:

- Any hard rigid hair anchor e.g.: Metal or plastic hair clips, bobby pins, headbands, etc are not permitted. The use of fabric or elastic type hair restraints will be permitted providing they do not constitute a danger to either the player or an opponent

Spectacles:

- Refer to the 'Additional Instructions for Referees' section of Law Book for National Policy.
- This instruction is fairly open ended and allows for the referee to make a final decision.
- This is offered as a guide to members of the St. George Football Referees Association Inc. when attempting to make a determination as to whether a player's spectacles are safe or not:
 - Basically, the risk is assessed as the frames of the spectacles and not the lenses themselves
 - Spectacles consisting of metal frames should be considered unsuitable and not permitted to be worn.
 - Spectacles made of flexible plastic or other similar material such as 'sports spectacles' would be acceptable.

Casts/Splints:

Casts, splints, joint or limb supports will not be permitted regardless of the material they are manufactured from.

- Padding, bandaging or otherwise disguising of casts etc. is also not permitted.
- Players will be permitted to wear elastic type muscle supports providing they are close fitting and in the opinion of the referee do not constitute a danger.
- Referees should be vigilant when inspecting such equipment that players are not concealing such apparatus under medical bandaging etc.

Referees:

- In keeping within the spirit of these guidelines, referees are required to conform to the identical standards set for the players, with the exception of the need to wear watches;
- Referees need to be diligent in carrying out these instructions and be aware of players trying to circumvent the policy;
- Players who are found to have breached the jewellery policy are to be asked to rectify the problem prior to the commencement of the game or are to be asked to leave the field at the next stoppage in play. Where a player has disregarded an instruction from a match official to remove an article of jewellery that player is to be cautioned and shown the yellow card;
- The game is not to be delayed in any way whilst a player corrects their equipment/jewellery

Hot Weather Policy & Guidelines

In accordance with duty of care and reference to the SMA Policy & Guidelines, FootballNSW recommends that:

- Games or training involving Adults should be postponed or cancelled at 37°
- Games or training involving Children should be postponed or cancelled at 32°

16. GENERAL INFORMATION

Coach and Managers Information Evening

All coaches and managers are required to attend a start of season briefing session to be held at a time and venue to be determined each year.

- a) Notification of the time and venue will be issued one (1) month prior to the meeting date;
- b) This is an important information session and every effort should be made to attend.

Player and Parent Information Day

All players and parents are encouraged to attend the start of season information day. Notifications of the time and venue will be issued one (1) month prior to the day.

Player Development Review

At least once during the playing season, the coach will have a formal discussion with the parents of junior players registered with the club to provide his assessment on how the player is developing against a set of measured criteria. This is intended to assist the player in understanding where they need to focus and their potential to further develop in the sport.

Insurance Scheme

- a) The Club, its players and officials are covered by a compulsory insurance policy which is administered by Central Coast Football; the Insurance premium is included in the registration fee. Details can be obtained from the website <http://www.ccfootball.com.au/>
- b) The Club will not be responsible for the payment of any medical claims or ambulance fees. It is therefore recommended that players subscribe to a full private hospital/medical fund which will also cover them for ambulance fees;

Fundraising

Any person fund raising in the Club's name outside the Club home ground will be required to establish a public liability insurance policy which must be available for inspection by the Executive;

17. AWARDS AND TROPHIES

Junior Player of the Year (Boy and Girl)

Rod & Chalys Holmes Trophy and Paul Daniel Memorial Trophy

- a) Nomination
The nominated player must be selected from competition Junior Teams each year
- b) Selection
The players will be selected each year by coaches and submitted to the Football Committee. Tim Holmes will select the precipitant of Rod & Chalys Holmes Trophy and the Committee will select the girl's recipient.
- c) Award and Presentation
The presentation of this Award is to take place at Junior Presentation Day and will comprise of a plaque and name added to the Perpetual Trophy.

Junior team's Coaches Award

Selected by coach based on attitude, improvement etc. and NOT Player of the Year – will be awarded a trophy

Junior Team's Player of the Year

Decided by 3-2-1 award each week by team officials – will be awarded a trophy.

Junior Participation Awards

All players within a team (non-competition and competition) will receive at presentation day the following awards:

- Trophy / Gift for Semi finalist
- Trophy / Gift for Finalist
- Trophy / Gift for Grand Finalist
- Club Jacket for League Champions

- Participation award for teams not in finals

Senior Player Awards

Men's / Women's Premier League or Men's / Women's Division One Player's of the Year are to be based on 3,2,1 votes. Trophies will be awarded to the nominated grades in the respective competition.

Girls and Boys Under 18, Men's All Age, Women's All Age, Men's Over 35's and Men's Over 45's Player's of the Year are to be collated by 3,2,1 points.

These awards are presented at the Senior Presentation Night.

Men's Premier League/Div. 1 Rookie of the Year

Selected by the Football Committee, the award is given to a player in 1st year of Men's Premier League / Div. 1; the name is engraved on Perpetual Trophy and presented with plaque at the senior presentation.

Women's Premier League / Div. 1 / WAA Rookie of the Year

Selected by the Football Committee, the award is given to a player in 1st year of Men's Premier League / Div. 1; the name is engraved on Perpetual Trophy and presented with plaque at the senior presentation.

MPL/DIV and WPL/DIV Highest Goal Scorer - Golden Boot

The player who scores most goals in the respective Premier League / Div. 1 squads; the name is engraved on a perpetual trophy and a boot or similar trophy is presented at senior presentation.

Senior Teams Coach's Award

Selected by coach based on attitude, improvement etc. and NOT Player of the Year- receives a trophy

Players' Player of the Year

The Players' Player award is selected by senior players in each grade. - receives a trophy.

Major Club Awards

The Kenny Johnson Shield - Team of the Year

The Kenny Johnson Shield is awarded to the best competition team in the Club that is in the U12 to Senior Teams;

Selection

Selected by the Football Committee based on performance throughout the season.

Award and Presentation

Team name engraved on Perpetual Trophy. The presentation of this award and suitable trophies to take place at Junior or senior presentation; whichever is applicable.

The Graeme Hozack Trophy - Team Achievement

This is awarded to a competition team which has achieved the highest achievement. (teams that receive the above will not be considered).

Selection

Selected by the Football Committee based on performance throughout the season.

Award and Presentation

Team name engraved on Perpetual Trophy. Presentation of this award will take place at wither the Junior or Senior Presentation, whichever is applicable.

Austin Butler Memorial Trophy - Junior Team Encouragement Award

Selected by the Football Committee based on team performance.

Award and Presentation

Team name engraved on Perpetual Trophy and awarded at the Junior Presentation.

The Ian Dodds Shield - Most Improved Team

Selected from all competition teams both Junior and Senior by the Football Committee. Based on previous year performance.

Award and Presentation

Team name engraved on Perpetual Trophy and awarded at the Senior or Junior Presentation, whichever applies.

The A and C Butler Trophy - All Age Player of the Year

This award is awarded to an all-age player who has assisted in advancing the club. This award is selected by Phillip Butler.

Award and Presentation

Name engraved on the Perpetual Trophy and player personal trophy to be awarded by a member of the Butler Family.

Phillip Butler Hall of Fame Medal

This award is awarded to a player in the club who has gone above and beyond for Woy Woy Football club over 25 years. To be eligible for this award a nomination must be received 30 days prior the Senior Presentation. Woy Woy Football Club has created the Phillip Butler Scholarship for a Junior Member of the club to assist with fees and attendance to our clinics. As well as this Woy Woy Football Club, in honour of Phillip has created the Phillip Butler Lifetime Achievement Medal to be awarded on occasions that are warranted. The club will be placing a memorial board in the club house to display the winners and inductees to the Hall Of Fame.

Award and Presentation

Name engraved a gold medal and Hall Of Fame Honour Board in the Club House. This will be awarded by Phillip Butler or a member of the Butler Family in his absence.

The Stan Gilbert Shield - Club Person of the Year

This award is presented to a club member who has made the greatest effort to advance the club during the season. This award is selected by the Committee

Award and Presentation

Name engraved on the Perpetual Trophy and personal trophy to be awarded by the President or nominated person of the committee at the Junior and Senior Presentation, whichever applies.

Long Service Awards

Players playing representative Football who return to Woy Woy Football Club the next season have this service counted towards 10 year plus awards

- a) 10 Year Award
Any player that plays 10 (ten) years with the Club continuously is eligible for a 10 year award; awarded small plaque;
- b) 15 Year Award
Any player that plays 15 (fifteen) years with the Club continuously is eligible for a 15 year award; awarded medium plaque;
- c) 20 Year Award
Any player that plays 20 (twenty) years with the Club continuously, is eligible for a 20 year award; gift and a club jacket;
- d) 30 Year Award
Any player that plays 30 (thirty) years with the Club continuously, is eligible for a 30 year award;
engraved clock and updated embroidery on Club Jacket
- e) 40 and 50 year Awards
Any player that plays 40 (forty) and 50 (fifty) years with the club continuously, is

eligible. Gifts are at the discretion of the committee.

Life Membership Awards

Any Member of Woy Woy Football Club who has rendered distinguished service to the Club may be nominated as a Life Member.

All Life Members will receive a Life Member Badge and a Woy Woy Football Club Jacket.